

# Retention and Classification Report

**Agency:** Department of Public Safety. Fire Marshal (397)

5272 South College Dr, Suite 302  
Murray, UT 84107-2611  
801-965-4353

**Records Officer** Coy Porter

02286	Annual reports
81705	Arson investigation files
24851	Automatic fire suppression licensing and certification recor
81715	Budget requests
81716	Budget workpapers
81703	Building history files
81717	Disciplinary and grievance records
81714	Employment applications
81701	Executive correspondence
24836	Fire department contact list
81708	Fire extinguisher licensing and certification files
24853	Fireworks licensing records
81720	Fixed asset inventory list
10710	Hazardous materials course records
10726	Hazardous materials local plans committee records
81722	Letters of commendation
10842	Liquefied petroleum gas certification roster
24857	Liquefied petroleum gas customer address files
10480	Liquefied petroleum gas licensing and certification files
81704	Local fire code inspection assistance visit files
81723	Personnel action notifications
81724	Preliminary payroll
02287	Publications
81712	Rules and regulations
20387	Training records
81710	Utah State Fire Prevention Board minutes
81709	Utah fire incident reports

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 2286

3

**TITLE:** Annual reports

**DATES:** 1964-

**ARRANGEMENT:** Chronological.

**DESCRIPTION:**

This series contains reports of activities from the previous year with information pertaining to agency history, personnel, losses due to fire, injuries, deaths, and finances.

**RETENTION:**

Retain Permanent. In Archives custody.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until microfilmed and then transfer to State Archives with authority to weed.

Microfiche master: For records beginning in 1976 through 1979. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1976 through 1979. Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 2286

**TITLE:** Annual reports

(continued)

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81705

3

**TITLE:** Arson investigation files

**DATES:** 1957-1972; 1976-

**ARRANGEMENT:** Chronological, thereunder alphabetical by subject

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

These are case studies of accidental and criminal fires and are investigations into the cause of the fire. The records are used to support investigative, criminal, and civil actions. They are also used frequently for research purposes by this agency and other parties. Includes depositions, interview notes, interrogation tapes, investigation reports, photographs, and correspondence.

**RETENTION:**

Retain 25 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/1985

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 20 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81705

**TITLE:** Arson investigation files

(continued)

**APPRAISAL:**

Administrative Historical Legal

This disposition is based on the informational value of the records. Researchers often express a need for data from the beginning of the series. National Crime Information Center (NCIC) regulations require that felonies involving a death be kept permanently. These files, while not always involving a fatality, should be considered equivalent in significance.

**PRIMARY CLASSIFICATION:**

Protected      Arson-related records

**SECONDARY CLASSIFICATION(S):**

Public.	Records regarding accidental fires
Private.	Names of juveniles per UCA 63G-2-302(2)(d) 1992 for those cases where juveniles were the cause of the accidental fire

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 24851

3

**TITLE:** Automatic fire suppression licensing and certification records

**DATES:** 1993-

**ARRANGEMENT:** Alphabetical by company name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document companies licensed and individuals certified by the State Fire Marshal's Office to service automatic fire suppression systems. Certification records on individuals are maintained in the file for the company which employs the individual. The certification must be renewed annually. Individuals must successfully complete a written test, and then retest every five years. Included are the application for automatic fire suppression system concern license, notification of status changes, copy of license, tests and answer sheets for individual employees applying for certification. Information includes company name and contact information, dates of application and approval and authorizing signature.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after file becomes inactive and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 24851

**TITLE:** Automatic fire suppression licensing and certification records

(continued)

Computer data files: Retain in Office for 4 years after file becomes inactive and then delete.

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Home address, social security number, home phone number, age, date of birth and physical description as allowed in UCA 63G-2-302 (2)(d)(2008).

Protected. Test questions and answer sheets as allowed in UCA 63G-2-305 (5)(2008).

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81715

3

**TITLE:** Budget requests

**DATES:** 1980-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Agency reports at the end of the fiscal year on the status of appropriation accounts and apportionment.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Fiscal



**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81715

**TITLE:** Budget requests

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81716

3

**TITLE:** Budget workpapers

**DATES:** 1980-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records used to assist in the preparation of the division budget and to justify budget requests presented to the department director.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81716

**TITLE:** Budget workpapers

(continued)

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Individual merit projections

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81703

3

**TITLE:** Building history files

**DATES:** 1964-

**ARRANGEMENT:** Alphanumeric by occupancy code

**ANNUAL ACCUMULATION:** 50.00 cubic feet.

**DESCRIPTION:**

These files are used in the review and inspection of publicly owned buildings, public and private schools, colleges, universities, institutional occupancies, and places of assemblage regarding adherence to fire and life safety codes. These files document that the State Fire Marshal has reviewed the submitted plans and conducted the necessary inspections insuring statutory compliance with adopted codes. Information includes the plan review letter generated from a code review of the submitted plans, correspondence, copies of inspection letters, and documentation of the justification of alternative methods or materials. The submitted plans that are permanently held by the architect, state agency, school district, health facility, or originating owner are considered duplicate copies.

**RETENTION:**

Retain 7 years and then destroy.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 12/1990

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until code review is completed and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81703

**TITLE:** Building history files

(continued)

Paper copy: Retain in Office until formal code review is completed and then destroy.

Microfilm master: Retain in State Records Center for 7 years and then destroy.

**APPRAISAL:**

Administrative Legal

This disposition is based in part on UCA 78-12-25.5 (1990), which states that damages due to injury in a defective or unsafe building may not be brought after seven years. Previous decision: RDR 79-62: permanent/public. The change in retention is based on the state code and at the agency's request.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81717

3

**TITLE:** Disciplinary and grievance records

**DATES:** 1980-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records originating on the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews, and hearings, examiner's findings and recommendations, exhibits, and records relating to a reconsideration request.

**RETENTION:**

Retain 3 years after case is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 11, Item 64.

**AUTHORIZED:** 07/29/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after case is closed and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81717

**TITLE:** Disciplinary and grievance records

(continued)

**PRIMARY CLASSIFICATION:**

Private

**REVIEW AND UPDATE STATUS:**

This report was reviewed and updated on 07/2015.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81714

3

**TITLE:** Employment applications

**DATES:** 1980-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Applications of those qualified persons who are listed on the register, but who are not hired.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then destroy.

Paper copy: Retain in Office for 6 months and then destroy.

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. Eighteen personal data elements identified by the State Records Committee



**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81701

3

**TITLE:** Executive correspondence

**DATES:** 1964-

**ARRANGEMENT:** Alphabetical by agency, thereunder by subject

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Incoming and outgoing business-related correspondence, regardless of format or mode of transmission, that provides unique information relating to the functions, policies, procedures or programs of an agency. These records document executive decisions made regarding agency interests. Executive decision makers may include the Director, Chief Administrative Officer, Public Information Officer or other internal administrators as identified by the executive office.

**RETENTION:**

Retain 3 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 61.

**AUTHORIZED:** 01/15/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Computer data files: Retain in Office for 3 years and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81701

**TITLE:** Executive correspondence

(continued)

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 24836

3

**TITLE:** Fire department contact list

**DATES:** 2002-

**ARRANGEMENT:** Alphabetical by name of community

**ANNUAL ACCUMULATION:** 0.10 cubic feet.

**DESCRIPTION:**

This is a list of local fire chiefs, along with their contact information. It is used to enable contact with local fire chiefs as part of the Utah Fire Incident Reporting System (UFIRS), response to disasters, cooperative assistance, and other essential functions. UFIRS is a part of the National Fire Incident Report System (NFIRS), a program for gathering data from local fire departments on all fire losses, fire injuries and fire deaths. Information includes the complete name of each chief, as well as work addresses and phone numbers. Since the majority of Utah's fire departments are fully volunteer, approximately 85 percent of the entries have home contact information.

**RETENTION:**

Retain 3 years after superseded.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after superseded and then destroy.

Computer data files: Retain in Office for 3 years after superseded and then delete.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 24836

**TITLE:** Fire department contact list

(continued)

**APPRAISAL:**

Administrative

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (9)(a),(b) & (10)(2008).

**SECONDARY CLASSIFICATION(S):**

Private. UCA 63G-2-302 (2)(d)(2008).

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81708

3

**TITLE:** Fire extinguisher licensing and certification files

**DATES:** 1971-

**ARRANGEMENT:** Alphabetical by name of council

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document councils established by the department for the purpose of advising, consulting, and collaborating with other state agencies.

**RETENTION:**

Retain 4 years after file becomes inactive.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after file becomes inactive and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years after file becomes inactive and then delete.

**APPRAISAL:**

Administrative Legal

This disposition is based in part on UCA 78-12-25.5 (1992) which states that actions against a construction "provider" may not be taken more than six years after the completion of the improvement

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81708

**TITLE:** Fire extinguisher licensing and certification files

(continued)

and that a person has only two years to commence an action after discovery. Previous decision: RDR 79-62; 10 years/public.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private.	Home address, social security number, home phone number, age, birth date, and physical description
Protected.	Test questions and answer sheets

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 24853

3

**TITLE:** Fireworks licensing records

**DATES:** 1993-

**ARRANGEMENT:** Alphabetical by licensee last name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document companies and individuals licensed to import, wholesale, and sell fireworks in the State of Utah under UCA 53-7-224. License applicants are required to pass a test to substantiate abilities, and are retested every five years. Includes application, copy of license indicating status, tests and answer sheets. Information includes licensee name and contact information, date of application and approval, and authorizing signature.

**RETENTION:**

Retain 4 years after file becomes inactive.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after file becomes inactive and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years after files become inactive and then delete.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 24853

**TITLE:** Fireworks licensing records

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Home address, social security number, home phone number, age, date of birth and physical description as allowed in UCA 63G-2-302 (2)(d)(2008).

Protected. Test questions and answer sheets as allowed in UCA 63G-2-305 (5)(2008).



**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81720

3

**TITLE:** Fixed asset inventory list

**DATES:** 1980-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

File used to track and control capital outlay such as office equipment (chairs, typewriters, etc.) and other fixed assets including tools, machinery, and other large equipment.

**RETENTION:**

Retain 2 years after last inventory.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years after last inventory and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81720

**TITLE:** Fixed asset inventory list

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 10710

3

**TITLE:** Hazardous materials course records

**DATES:** 1987-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This series documents the hazardous material training program provided by the Division of Comprehensive Emergency Management. The training program is offered to firefighters, hazardous material workers, health care officials, and other individuals responsible for responding during a hazardous material incident. Information includes participant name, Social Security number, address, phone number, course rosters, agenda, correspondence to public and county officials regarding the courses, etc.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 10/2000

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Archives with authority to weed.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 10710

**TITLE:** Hazardous materials course records

(continued)

**APPRAISAL:**

Historical

This disposition is based on the evidential value these records hold regarding the function of this agency.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 10726

3

**TITLE:** Hazardous materials local plans committee records

**DATES:** 1988-

**ARRANGEMENT:** Geographical by jurisdiction.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Records created by a committee or conference, including advisory committee records relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 59.

**AUTHORIZED:** 03/18/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years or until administrative need ends and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Historical

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005) Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 10726

**TITLE:** Hazardous materials local plans committee records

(continued)

documentation.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81722

3

**TITLE:** Letters of commendation

**DATES:** 1980-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Letters of employee commendation and appreciation, recognizing length of service, retirement, or performance.

**RETENTION:**

Retain until personnel file has met its retention.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until personnel file has met its retention and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81722

**TITLE:** Letters of commendation

(continued)

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 10842

3

**TITLE:** Liquefied petroleum gas certification roster

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by surname

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

This roster is maintained in order to have a list of certified liquefied petroleum (LP) gas personnel available for reference. Information includes name, personal identification number, employer's identification number, type of certification, and last examination date.

**RETENTION:**

Retain 10 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then destroy.

Computer data files: Retain in Office until updated and then delete.

**APPRAISAL:**

Administrative

This disposition is based on the administrative needs expressed by the agency.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 10842

**TITLE:** Liquefied petroleum gas certification roster

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 24857

3

**TITLE:** Liquefied petroleum gas customer address files

**DATES:** 2003-

**ARRANGEMENT:** Alphabetical by county

**ANNUAL ACCUMULATION:** 2.00 cubic feet.

**DESCRIPTION:**

Utah Administrative Code (UAC), R710-6-8.3, directs that all liquefied (LP) gas containers over 5,000 water gallons in size shall be inspected bianually at a minimum. Since a significant number of LP gas containers are privately owned, information as to their ownership and location is submitted to the Fire Marshal's office by LP gas distributors. Information includes names and contact information for container owners, location of containers, size of containers, dates of inspections, name of inspector and findings.

**RETENTION:**

Retain 4 years after file is closed.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after file is closed and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

Computer data files: Retain in Office for 4 years after file is closed and then delete.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 24857

**TITLE:** Liquefied petroleum gas customer address files

(continued)

**APPRAISAL:**

Administrative Legal

**PRIMARY CLASSIFICATION:**

Protected UCA 63G-2-305 (2)(a)&(4)(2008). Owner addresses for privately owned containers is submitted by distributors. Information is considered to be competitive in nature, and would create unfair competitive injury if released.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 10480

3

**TITLE:** Liquefied petroleum gas licensing and certification files

**DATES:** 1988-

**ARRANGEMENT:** Alphabetical by company name

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These records document companies licensed and individuals certified by the Fire Marshal's office to distribute, dispense, transport, and service liquefied petroleum (LP) gas in the state of Utah. Anyone who does any of the above (or installs LP gas) must be certified according to UCA 63-29a-108 (1991). These records include applications for certification, application for LP gas license, written tests administered and/or answer sheets, and a copy of any license issued. Certification records on individuals are maintained in the file for the company which employs the individual. If the individual changes jobs, his certification record will be moved from the file of his original employer to the file of the new employer. The certification must be renewed annually. After a five-year period, a retest is required. The information includes applicant's name, address, current employer, physical description, type of work performed, fees, and exam results.

**RETENTION:**

Retain until obsolete.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until obsolete and then destroy.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 10480

**TITLE:** Liquefied petroleum gas licensing and certification files

(continued)

**APPRAISAL:**

Legal

This disposition is based on UCA 63-29a-108 (1991), which states that a license is no longer valid either because of a voluntary transfer of any nature, revocation, death of the holder, insolvency, assignment for the benefit of creditors, or for any other reason as determined by rule of the board.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private.	Home address, Social Security number, home phone number, age, birth date
Protected.	Test questions and answer sheets

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81704

3

**TITLE:** Local fire code inspection assistance visit files

**DATES:** 1964-

**ARRANGEMENT:** Alphabetical by building type

**ANNUAL ACCUMULATION:** 1.00 cubic foot.

**DESCRIPTION:**

This is a record of building inspections completed outside the jurisdiction of the State Fire Marshal's office. Inspections are requested by a local government entity. If a building has been approved but does not comply with the fire safety codes, the Fire Marshal's office is liable for all damages due to negligence. These records include correspondence, copies of inspection letters, addenda to plans, and plan reviews.

**RETENTION:**

Retain 7 years after completion of construction.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years after completion of construction and then destroy.

**APPRAISAL:**

Administrative Legal

This disposition is based on UCA 78-12-25.5 (1990), which states that any action to recover damages or any action for damages can not be brought against anyone after seven years beyond the completion of construction. A previous decision, RDR 79-62,

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81704

**TITLE:** Local fire code inspection assistance visit files

(continued)

stated that the records should be permanent, but this is no longer the case.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81723

3

**TITLE:** Personnel action notifications

**DATES:** 1980-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

As part of a Merit Employee Appraisal of Unacceptable Performance, a notice of proposed demotion or removal that is issued but not effected.

**RETENTION:**

Retain until decision is made to take no further action.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until decision is made to take no further action and then destroy.

**APPRAISAL:**

Administrative

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81723

**TITLE:** Personnel action notifications

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81724

3

**TITLE:** Preliminary payroll

**DATES:** 1980-

**ARRANGEMENT:** none

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Computer produced, two part documents sent by Finance to agencies to record final corrections or adjustments regarding employees' pay. They are made before the master payroll file is run and checks are issued. Preliminary payroll files do not serve as time and attendance records.

**RETENTION:**

Retain 3 months.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 months and then destroy.

**APPRAISAL:**

Administrative Fiscal

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81724

**TITLE:** Preliminary payroll

(continued)

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public.

Eighteen personal data elements identified by the State  
Records Committee

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 2287

3

**TITLE:** Publications

**DATES:** 1960-

**ARRANGEMENT:** Alphanumerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

Documents created by the agency, including pamphlets, reports, leaflets, file manuals, other published or processed documents, and the last manuscript report, if not published, relating to management projects.

**RETENTION:**

Retain until transferred to the State Archives.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 2287

**TITLE:** Publications

(continued)

**APPRAISAL:**

Historical

Disposition is based on the value of these publications in documenting the achievements, activities and programs of the agency.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81712

3

**TITLE:** Rules and regulations

**DATES:** 1966-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:** 0.50 cubic feet.

**DESCRIPTION:**

These are rules and regulations adopted from the National Fire Protection Agency codes which are used to administer and supervise fire safety in all public buildings.

**RETENTION:**

Retain 12 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

**AUTHORIZED:** //

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years or until microfilmed and then transfer to State Records Center. Retain in State Records Center for 2 years and then transfer to State Archives with authority to weed.

Microfiche master: For records beginning in 1976 through 1983. Retain in State Archives permanently with authority to weed.

Microfiche duplicate: For records beginning in 1976 through 1983. Retain in State Archives permanently with authority to weed.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81712

**TITLE:** Rules and regulations

(continued)

**APPRAISAL:**

Administrative Historical

This disposition is based on RDR 79-62: permanent/public.

**PRIMARY CLASSIFICATION:**

Public



**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 20387

3

**TITLE:** Training records

**DATES:** 1979-

**ARRANGEMENT:** Chronological.

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These training records include teaching aids, transparencies, pamphlets, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

Disposition based on the value of these records in documenting agency/program achievements, policies, procedures, and function.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81709

3

**TITLE:** Utah fire incident reports

**DATES:** 1978-

**ARRANGEMENT:** Numerical by incident number

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These reports are completed by all fire departments for each fire and submitted to the State Fire Marshal. Sometimes paper reports are submitted and sometimes the reports are on computer disk. The information is entered (or uploaded) onto the Fire Marshal's data base (called the Utah Fire Incident Reporting System, or UFIRS), and then a computer disk with all of the state's information is sent to the Federal Emergency Management Agency (FEMA) where it is retained permanently. The UFIRS data is used to generate reports for the local fire departments and justify annual budgets. Statistical reports which summarize this information are also generated and used permanently by the State Fire Marshal for reference purposes. Information includes name of building owner, amount of loss, cause, equipment involved, and number of fire fighters involved. Information will vary depending on whether or not injuries are involved. If a citizen or fire fighter is injured or killed, then the UFIRS report includes detail about the fire fighter's equipment and the citizen's familiarity with the structure, plus information about the type of injury.

**RETENTION:**

Retain 10 years or until administrative need ends, whichever is greater.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**APPROVED:** 06/1993

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81709

**TITLE:** Utah fire incident reports

(continued)

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after entered on the computer system and then destroy.

Computer data files: Retain in Office for 10 years or until administrative need ends, whichever is greater, and then delete.

**APPRAISAL:**

Administrative Fiscal

This disposition is based on the administrative needs expressed by the agency. A previous decision, RDR 79-62: permanent/confidential, has been made, but due to the fact that this information is maintained permanently by the Federal Emergency Management Agency (FEMA), the state disposition should not be permanent, too. Historical research could be accomplished by accessing the federal files.

**PRIMARY CLASSIFICATION:**

Public

**SECONDARY CLASSIFICATION(S):**

Private. Information about injuries and fatalities

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81710

3

**TITLE:** Utah State Fire Prevention Board minutes

**DATES:** 1964-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This board hears disputes over building plan reviews made by this division. The board has the power to adopt regulations on fire safety in public buildings. They also have supervisory responsibility for the State Fire Marshal's Office. These records are used in policy making decisions. They include minutes, correspondence, and audio tapes of the meetings.

**RETENTION:**

Retain 5 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 03/16/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

Sound recordings: Retain in Office for 1 year and then erase.

**AGENCY:** Department of Public Safety. Fire Marshal

**SERIES:** 81710

**TITLE:** Utah State Fire Prevention Board minutes

(continued)

**APPRAISAL:**

Administrative Historical

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY CLASSIFICATION:**

Public